

AUDIT OF DEPARTMENT OF PUBLIC WORKS REAL ESTATE DIVISION: ACQUISITION AND RELOCATION PROCESS																
JOB #0101																
AUDIT																
TITLE: RISK MATRIX - REAL ESTATE ACQUISITION AND RELOCATION PROCESS																
SOURCE: auditor generated from department's response to threats																
PURPOSE: to identify threats/controls for the audit area																
filename: RETHREATS.xls																
CONTROLS																
THREATS																
C-1 Experienced personnel C-2 Title 25-CA Code C-3 Relocation Guidelines C-4 Appraisal C-5 City Council Hearings C-6 Interviews /Investigations C-7 Relocation Replacement C-8 DS&S Inspection Checklists C-9 Condemnation Recommendation C-10 Acquisition Law/Attorney C-11 Impasse Memorandum C-12 Machinery/Fixtures/Equipment Appraisers C-13 Goodwill Appraisers C-14 Work Request List C-15 Attorney's Request List																
T-1	The private party does not receive an offer of just compensation from the City.															
T-2	The private party is enriched by the City's public taking of their property.															
T-3	The City has not prepared a relocation plan when necessary.															
T-4	The City has not prepared a plan of Last Resort Housing when necessary.															
T-5	The City does not clearly communicate relocation benefits to the parties who are eligible to receive them.															
T-6	The City miscalculates relocation benefits or provides relocation benefits to ineligible parties.															
T-7	The City does not provide written notice to the property occupant of the requirement to move.															
T-8	The City does not pay reasonable and necessary moving expenses.															
T-9	The City does not properly perform and document Relocation Replacement Studies.															
T-10	The City does not provide appraisal information to owners of qualifying properties (4-plexes or smaller).															
T-11	The City does not ensure that displaced persons are relocated to properties that are decent, safe, and sanitary and comparable to the property the City has taken.															
T-12	The business relocation creates loss of goodwill for the owner.															
T-13	The City provides relocation assistance to ineligible businesses.															
T-14	The business owner does not receive referrals from the Real Estate Division.															
T-15	The business owner is not satisfied with the valuation of equipment made obsolete due to the move.															
T-16	The preliminary title report is not received timely from the title company.															
T-17	The contract documents for acquisition negotiations are not received timely from the City Attorney's Office.															
T-18	The Order of Immediate Possession (OIP) is not produced timely.															
T-19	The Real Estate Division does not declare impasse timely.															
T-20	Eminent Domain is not filed timely.															
T-21	The Real Estate Division does not process work requests in a timely manner.															
T-22	The Real Estate Division staffing level is incompatible with its workload.															